

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITIES**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **LONG TERM CARE PROGRAM SUPERVISOR**

Role Title: Program Administration Specialist II

Position # 00350

Pay Band 5, Level III Hiring Range: \$39,384 - \$80,829

Closing Date: **November 19, 2007**

Long Term Care Division. Seeking a qualified candidate to supervise Home and Community Based Waiver operations and provide guidance to policy analysts, contract managers and support staff. This position is responsible for developing reports for state and federal authorities and assists in development of Home and Community Based Waiver regulations, policies, and procedures. Candidate must have recent experience supervising/managing professional and support staff. Requires comprehensive knowledge of federal and state health care and social services regulations; medical terminology; and medical standards of treatment. Requires comprehensive knowledge of health and social service needs of the elderly and persons with disabilities. Must have demonstrated ability to manage case loads, organize and prioritize work assignments, and to communicate effectively orally and in writing. Ability to research and identify changes in program requirements/policies and to interpret state, federal, and DMAS regulations required. Must have demonstrated ability to communicate effectively orally and in writing, prepare comprehensive reports and develop/conduct training. Requires proficiency using personal computers. Degree in health administration, public administration or related field preferred. Advanced degree preferred.

### **ONLINE STATE APPLICATION REQUIRED**

**Resumes will not substitute for state applications.** DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

EEO/AA/ADA